

DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Administration, Deputy Secretary for Government Operations, Office for Historically Underutilized Businesses** to the **Department of Administration, Office for Historically Underutilized Businesses**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated February 28, 2005. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

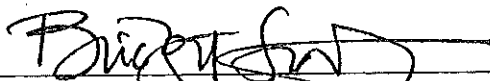
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

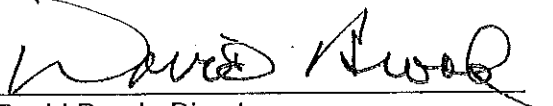
APPROVAL RECOMMENDED



Creshaye Graham, Chief Records Officer
Department of Administration

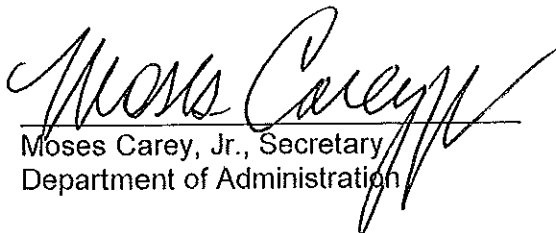


Bridget L. Wall-Lennon, Director
Office for Historically Underutilized Businesses

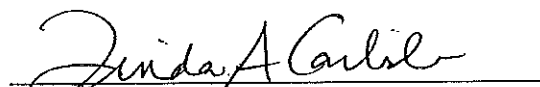


David Brook, Director
Division of Historical Resources

APPROVED



Moses Carey, Jr., Secretary
Department of Administration



Linda A. Carlisle, Secretary
Department of Cultural Resources

**DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES**

ITEM 47352. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) VENDOR FILE.

Records in paper and electronic formats concerning minority, disabled, or female owned businesses. File includes company or individual's name, type of business, verification/certification and approval letters, site visit documentation and other related records. (Comply with applicable provision of G.S. 132-1.2 regarding confidentiality of trade secrets.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center 5 years after file is closed. Records will be held for agency in the State Records Center 7 additional years and then transferred to the custody of the Archives.

ITEM 47353. HUBSCO CONSTRUCTION REPORTING SYSTEM DATABASE (ELECTRONIC) FILE.

Database containing records concerning the participation and tracking and reporting of minority, disabled, or female owned businesses for use in State or local-run construction projects. File includes name of unit of government and/or public entity, type of project, names of vendors used, progress updates, contract and bid information and other related records.

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 47354. HUBSCO CONSTRUCTION REPORTING SYSTEM (APPLICATIONS) FILE.

Applications concerning local units of government and public entities applying to gain access as users to the Historically Underutilized Business and State Construction Office (HUBSCO) Construction Reporting System Database (Electronic) File (Item 47353). File includes access form, name of unit of government and/or public entity, access confirmation correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 47424. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) VERIFICATION DENIALS FILE.

Records in paper and electronic formats concerning vendors who have been denied HUB designation. File includes letters of denial.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.